

Mannington Community Building Rental Contract

Thank you for your interest in renting the Mannington Community Building at Hough Park for your upcoming event. The historic Community Building provides a distinctive atmosphere for any special celebration or affair. It is available for wedding receptions, anniversaries, high school reunions, birthday parties etc. Following is some information to help you in your planning process. If you require additional information concerning rental of the building, please contact Rana Taylor at 304-657-8360. Viewing hours are available by appointment.

Rental Information

RENTAL DATES AVAILABLE ARE LIMITED TO SUMMER BOOKINGS WHICH BEGIN ON THE DAY AFTER SCHOOL ENDS UNTIL THE DAY BEFORE SCHOOL RESUMES IN THE FALL:

\$10.00 per hour, 2 hour minimum

\$100.00 damage deposit (refundable)

Daily events for groups with over 50 people attending will require a \$25.00 maintenance fee.

For groups or leagues renting for more than 4 consecutive weeks, the \$100.00 damage deposit will be carried over to the remaining rental period in 4 week increments.

HOLIDAYS

One time additional fee of \$50.00 will be due upon signing of contract.

(New Years Eve, New Years Day, Valentines Day, Easter, 4th of July, Memorial Day, Labor Day & Thanksgiving) *The Community Building is closed Closed Christmas Eve and Christmas Day.*

Smoking is not permitted in the facility at any time. All events must conclude by 12 midnight. All rules or regulations imposed by the Fire Marshal's office must be met.

Deposits

Half of the total cost of the hourly rental will be the deposit. It is a non-refundable deposit that is needed to secure the date for an event. This deposit is applied toward the balance of your rental fee. This deposit is due upon signing of the contract. **The facility is not booked until the contract is signed and the deposit is paid.**

We will return the damage deposit, less any amount retained to compensate the building for any loss, within ten (10) business days after the event.

Alcoholic Beverages

Alcohol is not permitted on the premises. If the cleaning crew finds any evidence that alcohol was on the premises, the damage deposit will be forfeited.

Personal Property

The City of Mannington, Mannington Park Board and/or the facility management are not responsible for damages or loss to personal property of the customer, guests, invitees, independent contractors and/or entertainers/vendors, which is left on the premises before, during or after the event.

* _____ (Initial here) I have read and understand this page.